

FN.7.1.3 Procurement procedure

Schedule B

SAIT Preferred Suppliers (SPS) – Competitive Sourcing Threshold

PHILOSOPHY

SAIT, as a publicly funded post-secondary institution, is classified as a Government of Alberta MASH-sector entity. As such, SAIT must comply with applicable provincial and federal trade agreements, including the New West Partnership Trade Agreement (NWPTA). The NWPTA permits organizations to establish Pre-qualified Suppliers through competitive procurement processes. To support fairness and transparency among its Pre-qualified (or Preferred) Suppliers, SAIT has also implemented internal bidding thresholds that guide how competitive opportunities are issued and evaluated.

DEFINITIONS

SAIT Preferred Supplier (SPS) A supplier selected through a competitive sourcing process to supply a particular commodity or service, aligned with SAIT's category management strategy. Also known as a pre-qualified supplier.

Request for Proposal (RFP) A formal bidding document used by SAIT to outline supply requirements for a category or specific scope and allows suppliers to submit bids or proposals for that work.

Request for Solution (RFS) A formal bidding document used by SAIT to outline supply requirements and allows suppliers to submit solution proposals for SAIT to consider. SAIT can go direct to award business or further shortlist solutions and complete RFP to select the best supplier for the work.

Request for Quotation (RFQ) A formal bidding document used by SAIT to allow suppliers to compete and submit bids for a project or requirement. An RFQ is typically used when the primary evaluation factors are pricing and delivery timelines. It is not intended for complex supply arrangements, which are better suited to an RFP or RFS process.

Quick Bid (QB) A formal bidding document used by SAIT to invite only SAIT Preferred Suppliers (SPS) for competitive sourcing. It is a short form tendering document that supports SAIT to complete competitive bidding requirements effectively and efficiently.

Request for Information (RFI) A bidding document used by SAIT to gather information from suppliers to support planning for projects or specific requirements. An RFI is non-binding and cannot be used to award business; its purpose is solely to collect information.

Expression of Interest (EOI) A bidding document used by SAIT to allow suppliers to submit proposals expressing their interest in supporting a project or meeting a specific requirement. Like an RFI, an EOI typically does not result in a business award.

PROCEDURE

- SAIT employees from schools or departments (requestors) must submit all relevant information and detailed procurement requirements through SAIT’s online tendering system (Bonfire) as part of the intake process. This allows the purchasing officer to review the submission and plan the appropriate competitive sourcing project.
- The purchasing officer within Supply Management, Finance, will determine the most appropriate procurement method to support the school/department’s materials or services requirements, including, but not limited to, an EOI, RFI, RFQ, RFS or RFP.
- Certain supply categories at SAIT have established pre-qualified suppliers (“preferred suppliers”). If more than one preferred supplier exists within a given category and the estimated spend exceeds the \$500,000 threshold, SAIT will conduct a QuickBid (QB) sourcing process. This ensures fairness and transparency in awarding business among SAIT’s preferred suppliers.

SAIT Preferred Supplier (SPS)	Direct Award	SJF – Sourcing Justification	QuickBid	Full Bid / Sourcing on APC
Under \$500K	Yes	No Need	No Need	No Need
Over \$500K to \$5M	Not Allowed	Not Allowed	Yes	No Need
Over \$5M	Not Allowed	Not Allowed	Not Allowed	Yes

- If the estimated spend exceeds \$5,000,000, SAIT will initiate a full competitive sourcing process and post the tender on the Alberta Purchasing Connection (APC). This ensures open-market participation and transparency in the procurement process.
- SAIT retains sole discretion to initiate a competitive sourcing process for procurements under the \$500,000 threshold. SAIT also reserves the right, at any spending level, to conduct competitive sourcing outside of the SAIT Preferred Supplier (SPS) list when deemed necessary.